

During this time of uncertainty, it is important to maintain your work life balance. Many of you are used to your routine of getting up in the morning, getting yourself and your family ready, and preparing for a productive day in the office. With our current restrictions, it is understandable to struggle with adjusting to a completely new routine for yourself and your family. This change can really create a challenge to stay on track and maintain mental stability.

Here are some tips on how to cope with and manage the psychological and social stressors of our current situation:

- 1. Create a new routine at home and stick to it!**
 - a. Getting up at a set time, making a well-balanced breakfast, and getting yourself ready for the day can really have a positive effect on your mental health. Staying in your pajamas all day might feel comfortable, but can leave you feeling tired and unmotivated.
 - b. It is also important to set parameters on your work hours while working from home. Without giving yourself time to unplug and recharge, you will feel like you're always working.
- 2. Try to set up an organized work space separate from the space in your home where you would typically relax.** For example, working from your laptop while lying in your bed could potentially make it difficult to stop thinking about work when your shift is done, which could greatly affect your sleep patterns.
- 3. Set realistic goals.** It is okay to not finish every single thing on your to do list!
- 4. Celebrate your successes**
 - a. Instead of focusing on things you were not able to complete, focus on the tasks you were able to finish. Working in a new environment is difficult- Recognize your victories, no matter how small they are.

5. Stay connected with your family, friends, and coworkers

- a. Think outside the box to keep your relationships strong: Do a “virtual lunch”, plan online games, or video chat with your loved ones to stay connected

6. Take care of your body

- a. Take the time to prepare a healthy and well balanced meal, exercise regularly, and get plenty of sleep.

7. Take a break when you need it

- a. Taking a few minutes to step away from your work could greatly improve your productivity and overall wellbeing. Communicate your needs to your supervisor and come up with a break schedule that works for everyone.

8. Stay informed, but avoid too much exposure to the news and social media

- a. Keep in mind that not everything you see on social media or hear on the news is 100% accurate. Try to focus on the positive points made in the news, such as ways the community is coming together and supporting one another during this stressful time.

Here are some tips on how to manage your professional relationships remotely:

Some of your colleagues might be struggling more than others with this transition and time of uncertainty. **Here are some signs to look for that could indicate your teammate needs some extra support:**

1. Missing meetings
2. Decrease in productivity
3. Change in mood
4. Seeming distant or withdrawn

Since most of your employees or colleagues are currently working from remote locations, taking the time to schedule frequent check-ins can be very beneficial.

Designate a time to talk with each team member about their workload, but also use this time to connect on a personal level.

1. **Ask your teammates what they like/don't like about working from home.** This can open up the lines of communication and give them the space to talk about their successes, as well as identify their struggles.
2. **Ask how their family is adjusting.** The recent situation is changing the dynamic of many households, which can affect the employee's needs on a professional level.
3. **Let your team mate know if is okay to ask for help, to take a break, or to vent about their current situation.** Offer your reassurance that we are all in this together!

If you are in a leadership role, it is important to take care of yourself so you can best support your team. Remember - you can be supportive to your staff without being on call 24/7. Create scheduled meetings and frequent check-ins, but be mindful of taking the time you need to recharge.

Your confidential Employee Assistance Program provides Supervisory Consultations and additional resources to help you navigate the workplace at no additional cost.

Call 1.800.327.2255 or Log-on at www.nexgeneap.com